

# CONSTRUCTION INSPECTOR I

**GRADE: 17**

**FLSA: NON-EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Construction Inspector I performs difficult technical and intermediate administrative work involved in inspecting, managing and assuring the quality of a wide variety of Public Works related projects; including sediment control, landscaping, grading, concrete and asphalt work, construction, water, sewer and storm drain installation, and storm water management related construction. Under the direction and general supervisory review of the Chief, Contract Management Division and the Senior Construction Inspector the incumbent ensures that work and operations are performed in compliance with all applicable codes, specifications and regulations and the work has meaningful impact on the organization. Contact is required within the organization and with the general public, contractors, developers, builders, public utilities and public agencies for the purpose of exchanging information to carry out organization programs and to explain specialized matters. The physical demands are moderate and the working conditions can be somewhat unpleasant due to exposure to disagreeable elements.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Inspects, observes and documents the construction of water, sewer and storm drain mains and appurtenances, including backfill, compaction and restoration of

the trench and roadway and ensures compliance with all applicable local, state and federal laws, codes and regulations.

- Inspects sediment control devices for compliance with applicable laws and for proper installation and function, directing corrective action as necessary and coordination with the Maryland Dept. of the Environment for compliance with State law.
- Inspects landscaping and tree installations and ensures compliance with related local and state laws and coordination with the City Forester on all Public Works related construction activity.
- Confirms and ensures compaction requirements of soils, asphalt, concrete and other back-fill related materials.
- Develops quantity take-off estimates and construction cost estimates on all public works related construction projects.
- Checks grades and elevations on all construction related work and the sound use of land-survey related work and equipment.
- Determines that all applicable construction related permits and bonds are obtained and that all related work is in compliance with the terms of the related permits before release.
- Documents all construction related activities in written and visual formats, including maintaining files for daily diary and/or daily written construction reports, photography and video.
- Determines reasonableness and accuracy of construction related change orders and modifications to construction contracts, including computation of cost and schedule impacts.
- May be responsible for the preparation of construction related drawings and as-built sketches and may make all related calculations and measurements.
- Observes all construction related activity for compliance with Traffic Control issues and resolve conflicts as needed.
- Observes safety issues and works with MOSH inspectors to resolve related safety issues.
- Investigates and resolves conflicts on construction related activity with the general public, contractors, developers, private property owners and all related stake holders.
- Performs other duties as required.

## **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from high school and five years technical engineering experience as a construction inspector or comparable work. Must have or be able to obtain certification from the Maryland Department of the Environment as a “responsible person” for erosion and sediment control and in water sampling within a reasonable time as determined by the City. Possession of an appropriate driver’s license valid in the state of Maryland.

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of the methods, materials and techniques of Public Works construction, including safe work practices.
- Knowledge of quality control and quality assurance in construction and the ability to resolve conflicts and achieve compliance.
- Knowledge of typical contracts and specifications used in public works construction, including local, state, regional and federal laws and regulations.
- Knowledge of computers and job related software, including the ability to create and maintain computer files and documents.
- May require knowledge of methods, nomenclature and practice of engineering drafting and use of drafting instruments.
- Knowledge of property records and plats.
- Knowledge of land surveying instruments and practices, including the ability to read grades and elevations.
- Ability to interpret construction plans and specifications and to compare them with work in progress.
- Ability to deal firmly, fairly and tactfully with contractors, workers, property owners, the general public contacted during the course of work, sometimes under contentious circumstances.
- Ability to make engineering calculations rapidly and accurately.
- Ability to understand and work from both oral and written instructions and directions and the ability to communicate clearly with others.
- Ability to establish and maintain effective working relationships with other employees and with those contacted during the course of the work.
- Ability to work outdoors on construction sites where employees are exposed to the elements, equipment noise, dust and dirt, cold, heat and noxious odors from hot asphalt and other construction materials and processes. Employees are also exposed to some risks which require the use of safety shoes, hard hats, safety glasses or ear plugs. The work requires some physical effort such as walking over uneven surfaces, bending, crouching, stooping and occasional lifting of objects up to 50 lbs.

NOTE: (Employees who have completed their initial probationary period and who have received the required certifications will move to the Construction Codes Inspector II position in the pay period immediately following receipt of proof of certifications by the Department of Human Resources.)